

Non-employee Use of Purchasing Card

Question: Are there circumstances in the Purchase Card Program when a Purchasing Card may be used by an individual who is not an employee of the agency/institution?

Answer: - Yes, The general rule is that a Purchasing Card Cardholder must be an employee of the agency/institution. However, in government there are times when it is in the best interest of the agency/institution for the Chief Financial Officer or designee to authorize individuals to use a purchasing card even though the cardholder is not an employee of the agency/institution. The non-employee must be performing duties that benefit the agency/institution. All Cardholders must sign an application and attend training on the use of the card. If the Cardholder is no longer connected with the agency/Institution, the Purchasing Card must be returned to the agency/institution. All rules, regulations, and contract obligations must be followed by all Cardholders.